



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 116**
Preliminary Plan Review Meetings

DATE: March 10, 2006
Revised May 19, 2008

As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) offers Preliminary Plan Review (PPR) meetings to allow the owner and/or owner's agent(s) to meet with DSD staff to discuss preliminary design and/or construction issues. These meetings will assist the owner and/or design team identify items that need to be addressed or modified before construction plans are submitted to the City for permit review.

Procedures:

The following procedures are to be followed to set up and execute your PPR.

1. In order to schedule a PPR, submit a **PPR Request Form** (see following example) via fax, email or mail to:

City of San Antonio
Development Services Department
Building Development Division
Plans and Permits Section – Attn: Plans Management Staff
1901 S. Alamo St.
San Antonio, TX 78204
p: 210-207-8394, f: 210-207-6377, email: lauren.williams@sanantonio.gov

The PPR Request Form shall be filled out completely and shall be signed by the person requesting the PPR meeting. The PPR Request Form shall include check marks next to all the divisions that you wish to be present at the PPR. The divisions that are available for a PPR meeting are Building, Fire, Mechanical, Electrical, Plumbing, Drainage, Traffic/Sidewalk, Tree/Landscape, Health and Historical. Note that divisions that are not marked on the PPR Request form will not be available for the PPR.

2. There is a non-refundable \$100.00 per hour fee for each division for each PPR. For example, if the Building, Fire, and Electrical divisions were requested to attend for a 1-hour meeting, the PPR fee is \$300.00 (\$300.00 x 3). For PPR meetings with more than 2 or 3 disciplines including Building and Fire, it is highly recommended that the meeting be scheduled for a full 1-1/2 hours since meetings will not be extended. When a 1-1/2 hour meeting is requested, the fee in effect, is \$150 per discipline. Payment of the PPR fee is to be made at the time of scheduling the meeting. A date and time may be requested on the PPR Request Form, but the PPR meeting will not be formally scheduled until this fee has been paid. An applicant should call DSD staff above to determine

available dates and times. Rescheduling a meeting is permitted with no new payment of fees if notice is provided at least 24 hours in advance of the scheduled PPR meeting date.

3. The City will return the PPR Request form and receipt of payment to the applicant via fax or email with the scheduled date, time and assigned PPR Number assigned for the meeting.
4. All PPR meetings will be held at the COSA Development and Business Services Center (DBSC) located at 1901 S. Alamo, San Antonio, TX 78204.
5. Each PPR meeting is a minimum of sixty (60) minutes and a maximum ninety (90) minutes in duration. If it is anticipated that more time is needed, additional PPR meetings are to be requested by the customer in advance. Where possible, COSA DSD staff will schedule these multiple meetings back-to-back or at least on the same day. It is up to the customer to manage the meeting agenda and discussion to meet the time frames allotted. The customer(s) should plan on arriving at the COSA DBSC approximately fifteen (15) minutes prior to the PPR meeting start time to allow time for check in. The PPR meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of divisions requested.
6. The customer should submit an agenda for the PPR meeting to COSA DSD at least two (2) days in advance of the PPR. The proposed agenda is to be submitted via mail, fax or email to the contact listed in Item 1 above and is to clearly reference the PPR Number and Project Name.
7. After the PPR meeting, the customer may wish to prepare and submit to the City meeting minutes outlining those items discussed during the meeting. The meeting minutes shall be submitted to the City as soon as reasonably possible via mail, fax or email to the contact listed in Item 1 above. The meeting minutes shall be reviewed by COSA DSD as soon as reasonably possible and be returned to the customer as “Approved”, “Approved w/ Comments” or “Denied w/ Comments”. The meeting minutes are to include a signature and approval/disapproval block for each division that attended the meeting so that each division can approve or disapprove its portion of the meeting minutes. Meeting minutes shall not be recognized as a record of the items discussed during a PPR unless they are approved in writing by COSA DSD.
8. Formal approval of any part of the project **will not** be granted by COSA staff during the PPR meeting. Formal approval must be obtained by the customer in writing in the form of COSA signed and approved PPR meeting minutes, a formal Code Interpretation (see **IB 115**) from COSA, an approved Code Modification Request (see **IB 114**) or other written approval from COSA DSD. It shall be the responsibility of the customer to develop, coordinate and obtain these formal, written approvals if needed.

We hope that this customer service initiative will help you identify and address preliminary code issues prior to submitting for building permit review to assist your project meet your project's schedule. Should you have any questions regarding the Preliminary Plan Review Meeting process, please contact a Development Services Engineer at 210-207-8394.

Attachments:

1. PPR Request Form



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

1901 S. Alamo, San Antonio, TX 78204

PRELIMINARY PLAN REVIEW REQUEST FORM

☐ New Structure ☐ Interior Finish Out ☐ Exterior Renovation

PROJECT NAME:

Project Address:

Project Square Footage:

No. of Stories:

Project Description:

PPR REQUEST BY (NAME):

Company:

Address:

City, State, Zip:

Tel #:

Fax #:

Email:

Signature:

Please check the Divisions you would like present at the meeting. Note that there is a non-refundable \$100.00 per hour fee for each Division for each PPR and that payment of this fee is to be made prior to the meeting being scheduled. Fees are due, and should be based on a minimum one (1) hour and a maximum one and a half (1-1/2) hour meeting.

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Tree/Landscape |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Drainage | <input type="checkbox"/> Health |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Traffic/Sidewalk | <input type="checkbox"/> Historical |
| <input type="checkbox"/> Electrical | | |

Requested Meeting Date:

Requested Meeting Time and Duration:

For Office Use Only:

PPR #:

Scheduled Meeting Date:

Time slot:

*****Note that an agenda for the PPR meeting is required to be submitted to COSA DSD at least two (2) days in advance of the PPR. The proposed agenda is to be submitted via fax (210-207-6377) or email to lauren.williams@sanantonio.gov and is to clearly reference the PPR # and Project Name.